

**St. Alban's Episcopal Church
Annandale, VA
Vestry Meeting – April 20, 2021**

Present: Father Jeff, Father Paul, Deacon Theresa, Moira, Sue, Evangeline, Rick, Donna, Nancy, Jane, Chris, and Margaret.

Regrets: Ken, Kevin, and Jim.

Visitors: Betsy Anderson.

Reflection: Jane informed us that a close family friend, Bob, recently died at the age of 56, survived by his wife and two teenage children, and it got her thinking about life and death. She told of an old adage that says that the moment we're born, we begin to die; on the other hand, she also said that this meant that also at the moment of birth that we're meant to live. She noted that as she has gotten older, she has become more reconciled with death, others and her own, and she now focuses on discovering what is God's plan for us while alive. Her focus now is: What have I done with my life thus far, what can I do to live life to the fullest, and what is God trying to teach us when we experience the death of others?

Minutes: The Minutes from the March 2021 Vestry Meeting were reviewed. Rick moved that the Vestry approve the Minutes as amended, Sue seconded the motion, followed by unanimous approval by the Vestry.

Treasurer's Report: Sue presented the March financials, highlighting that:

- We are continuing the process of applying for our second PPP loan; and
- We are waiting for the SBA to formally forgive our first PPP loan, as recommended by the bank.

Margaret moved that we accept the Treasurer's Report, Rick seconded the motion, and the Vestry unanimously voted for the motion.

Rector's Report: Fr. Jeff provided his report via email. (Attached)

Assistant Rector's Report: Fr. Paul provided his report via email. (Attached)

Deacon's Report: Deacon Theresa provided her report via email. (Attached)

Senior Warden Report: Moira provided her report via email. (Attached)

Junior Warden Report: Rick reported that he was still assisting with bookkeeping. He also noted:

- Boiler replacement – Boiler room survey complete, asbestos abatement to happen May 4 and boiler replacement probably the week after (pending results of asbestos sampling);
- Exterior painting – Underway and nearly complete on the church/parish hall. The team expects to start on the rectory this week;
- Interior painting – Nearly finished. Downstairs classrooms and chapel are done, hallway is left. Parish hall is nearly finished; the team will be bringing in a scissor

lift for one day to finish the upper third of the bell tower, the bell support structure and the wall above the stage in the parish hall;

- Fencing – We signed contracts for protective chain-link fence around the new kitchen exhaust system (the “monster”) and around the nave HVAC system. We are waiting for the newly poured cement to cure; and
- Columbia Pike hillside – We are still waiting an updated quote from Merrifield.

New Business:

Regathering for In-Person Service: Fr. Jeff has asked Charles Becker to chair a committee that will work with the Vestry and clergy to begin formulating a plan to get us indoors for in-person worship. Fr. Jeff envisions the committee will have clergy, usher, altar guild, choir and lector/Eucharistic minister representation, as well as input from other churches on how they are handling same. Deacon Theresa will keep the committee informed as to the latest guidance from the Diocese.

Location of Audio/Video Equipment For Services: Currently it’s a bit of a mess at the back of the church. Because of the expensive equipment, we have been keeping the nave locked at all times, especially when no one is nearby. Locking the nave goes counter to what we have done since the founding of St. Alban’s – we’ve always had an open and accessible nave. Fr. Jeff proposed moving the equipment to Room 1 or the Music Minister’s office. After a lengthy discussion, the Vestry asked Chris to work with the clergy to determine the best location for the equipment so that it is safe and fully functional for continued screening and taping.

Additional Landscaping: Rick noted that all grounds affected by the construction have been resodded and are being regularly watered to ensure that it properly sets. Fr. Jeff informed the Vestry that Robin Barbee approached him about planting a tree on the grounds in memory of her husband Walt. Given that the holly trees have been removed from the entrance of the Parish Hall, the Vestry asked Fr. Jeff to see if Robin would entertain establishing flower gardens there instead of planting a tree.

Continuing Business:

Kitchen Renovation: Betsy was asked to give a final presentation of the project, now that it is nearing its completion. Noting that its conception occurred in 2015 as a result of a Parish Survey, the Vestry eventually authorized \$1.2M for the project in 2019. Using a subsequent budget of \$1.057M based on the results of the Capital Campaign, the latest actual & obligated expenses are reported at \$1.059M, which includes a reserve of \$6K for incidental expenses and equipment. Although this looks like a modest overrun, it should be noted that the committee can report an 8.5% savings (\$140,950) from the original authorization of \$1.2M. The Vestry warmly thanks Betsy and the entire committee for doing such an outstanding job!

Village School Lease Renewal: Margaret has agreed to be the point person for St. Alban’s in its dealings with The Village School representatives. She reported that the School informed her that they have discovered that the cost and intricacies of establishing a portable trailer make it impractical to have it established in time for the school year. They have asked us to consider revisiting their proposal for additional room and storage space inside and outside of the church building. After presenting the results of her phone call with the School’s representative, the Vestry has agreed to a one-year lease. Margaret is to sit with a subcommittee to draft the lease

document, receive input from the School, and negotiate the final lease under the Vestry's direction. She also informed the Vestry that the School has paid their rent arrears in full.

Annual Parish Meeting 2021 Date: A video on the State of the Church is continuing to be developed by the clergy.

Special Diocesan Convention: Moira and Nick, with the clergy, will attend virtual hearings to discuss the Diocesan Committee's report on its revision for the annual budget on 4/17 and a convention vote on 4/24.

Next Meeting: Tuesday, May 18, 2021, at 7:00 PM. Chris will lead the Reflection.

Prepared by Margaret Pendley

Rector's April Report to the Vestry

- Attended sessions on how to use different systems in the new kitchen.
- Participated in our Region's clergy Sacred Ground group
- Attended the Samaritan Ministry Next Step virtual breakfast, which included a wonderful testimonial by Ivy Kilby
- Attended our Wednesday evening virtual Lenten program series
- Recorded lectors and intercessors for Holy Week and Easter services
- Accompanied the team from ABM to survey the boiler room in preparation for the new boiler installation
- Have met with Margaret on a couple of occasions to discuss issues around the school lease renewal. Margaret is doing an amazing job as our school liaison
- Met with the Musician Search Committee as we begin to restart our search process
- Attended a Lenten program with clergy from the Convocation of Episcopal Churches in Europe.
- Met with the Music Minister from Good Shepherd Episcopal Church in Burke. He will be working with us to update and improve our audio system.
- Met with Cole Lieberthal to show him our video system. Cole is very enthusiastic about helping out with the audio/visual work at the church.

Associate Director's April Report

- Produced primary and holy day services for streaming on YouTube. Sundays: March 21 (Lent V), March 28 (Palm Sunday), April 1 (Maundy Thursday), April 2 (Good Friday), April 4 (Easter Day) and April 18 (Easter III).
- Celebrated Eucharist (with Spiritual Communion) on March 21, April 1, April 4 and April 18.
- The Lenten program on Hebrews with Fr. Tony Lewis wrapped up on March 24, and all videos are available on YouTube.
- Continuing to look at possible youth ministry activities in the spring, and working on a youth committee meeting sometime in the next couple of weeks.
- Worked with Adam Hutson and the Sunday School teachers to organize the Eastertide at-home Sunday School materials which were sent out this week.
- Continued to organize the daily offices and commemorations on Zoom; worked with Adam Hutson in planning Compline, and in planning additional Evening Prayer services in Holy Week.
- Organized and compiled the virtual hymn choir, producing 2-3 hymns for each major service. We added an *a capella* anthem on Maundy Thursday which I thought worked out beautifully.
- Working with Fr. Jeff on the sound system upgrades, and met with Steve McBride (consultant) on Thursday, April 15.
- Attended Morning Prayer typically Tuesdays, Wednesdays and Fridays; hosting Wednesdays and officiating Fridays.
- Attended a weekly clergy colleague group on Thursday mornings.
- Attended weekly staff meetings with Fr. Jeff, Deacon Theresa and Dr. Farris each Tuesday.
- Attended the regional clericus on Tuesday, April 20 with Fr. Jeff and Deacon Theresa.
- Attended the Kitchen Committee dishwasher demonstration on Monday, April 20.
- Officiated a bilingual (English/Spanish) wedding of two couples (not parishioners) on Easter Eve (April 3) after receiving my second vaccination. It was a long day but it was incredibly joyful. I recorded these weddings, though off-site, in our wedding register. (There were very few in attendance, and it was held masked and socially distanced, outdoors.)
- Offered pastoral care in a variety of situations.
- Assisted with various other matters under the rector's direction.
- This list is undoubtedly non-exhaustive.

Deacon's Report to the Vestry April 2021

Food Distribution for Poe Families and at Fairmont Gardens Apartments

Worked with Nell Dillard and other volunteers to bag groceries one evening and take them for distribution to Poe families later in the week. The distribution is held in Wedgewood Apartments and is coordinated with the Poe counselor. Remy Jurenas and Nell shop for the groceries which supplement food that Nell is able to glean from the weekly distributions. Although traffic at the Poe family distribution was lighter than expected, we'll continue this month—the fifth Thursday of the month. Volunteer sign-up schedules will be included in SAM this month. Parishioners continue to volunteer for food distributions on Thursdays, the first three weeks of each month.

Sacred Ground

The two Sacred Ground circles will meet for conversation and exploring next steps on May 5.

Samaritan Ministry

Attended the annual Next Step Breakfast which was held online this year. Ivy Kilby was the featured volunteer speaker. We appreciate everyone from St. Alban's who attended. Ivy and I will plan St. Alban's involvement in this year's Samaritan Ministry's Empower Our Neighbor program.

Belvedere Elementary School

Jane Cheek delivered our April donation of 48 packages of food to Belvedere. I currently shop and package the weekend food. I was able to use the parish hall for packaging and will recruit volunteers for the May packaging. I will need volunteer shoppers and organizers in place.

Annandale Healthcare Center

Three volunteers worked with me to package palm crosses and a card designed by Barbara Hallman. I delivered 100 packets in the week leading to Palm Sunday. Parishioners provided Easter cards for the residents. Barbara and Carolyn Foley provided handmade dried flower cards. I delivered 70 Easter cards on Maundy Thursday.

Planning to connect with AHC volunteers to work with me to revise the services we provide based on the changes to the population, the small group worship services and other requirements to keep everyone safe.

Caregivers Sessions

Caregivers met in April. The sessions are now scheduled for the second Sunday of each month.

Other activities

- Recorded portions of the weekly liturgies.
- Interviewed people seeking to enter the process to be ordained deacon on April 14. I continue to accompany people in various stages of their discernment.
- Serving as Sacred Ground facilitator for diaconal ordinands and deacons. This circle will complete the sessions in June.
- Attended Coffee with the Clergy and Coffee Hour.
- Attended Clericus.
- Participated in weekly planning meetings with Fr. Jeff and Fr. Paul.

Senior Warden's Report for April 20, 2021 Meeting

- Attended most online daily morning services and weekly Sunday worship. For morning prayer, regularly serve (with exceptions) as OT reader on Monday, officiant on Tuesdays, and host on Thursdays and Fridays.
- For Compline, served as Officiant on 3/17 and as a reader on 3/31 and 4/9.
- Entered and deposited parishioner pledges/checks on 3/26 and 3/12.
- Attended online Kitchen Committee meetings on 3/15, 3/29 and 4/19, and working with title company to revise affidavit to release final draw-down on Sandy Springs Bank loan.
- With Fr. Jeff's input, submitted an application to be a member of the Bishop Diocesan Search Committee.
- Attended the final Wednesday Lenten program.
- On 3/20, attended the Samaritan Ministry Next Step virtual breakfast, where Ivy Kilby was one of the featured speakers.
- On 4/12, met with school rental subcommittee to discuss Village School's latest proposal.
- On 4/13, attended discussion with Musician Search committee about restarting the hiring process.